

CONSTITUTION DOCUMENT: SWS MUSIC

1. NAME

1.1 The name of the organisation shall be SWS Music Limited

2. MISSION

- 2.1 To provide affordable quality music lessons to the community and the public.
- 2.2 To deliver music, drama and art projects to young people and disadvantaged groups.
- 2.3 To encourage the performance and appreciation of music for all.
- 2.4 To nurture and develop talented youngsters and individuals.
- 2.5 To provide a platform for artistic performance, regardless of ability.

3. MEMBERSHIP

- 3.1 Active membership is open to all members of the public who wishes to attend music lessons and pay lesson fees unless authorised exceptions.
- 3.2 Members are required to observe the mission and rules of SWS Music limited including terms and conditions.
- 3.4 Affiliation is open to organisations that support the mission of SWS Music Limited.

4. MANAGEMENT

- 4.1. SWS Music Limited will have a voluntary Management Committee.
- 4.2. The Management Committee will overlook the development of SWS Music in accordance with its Aims and Objectives; thus taking responsibility for all aspects of the business finances, budget, planning and operations.
- 4.3. The Management Committee will have a minimum of 3 members and shall have meetings at least 3 times per year.
- 4.4. The Management Committee will share tasks, responsibilities and decision-making as appropriate.
- 4.5. It will appoint a secretary, a treasurer with responsibility for the organisation finances and a chairperson with a casting vote if required.
- 4.6. Management Committee members may be co-opted by existing Committee members or elected by a ballot of the membership of the centre, as required.
- 4.7 The Executive Committee shall have the power to deal with any matter not provided for in this constitution.

5. FINANCE AND ACCOUNTS

- 6.1 The financial year shall run from 1 April to 30 March.
- 6.2 The treasurer shall be responsible for the preparation of the annual accounts of SWS Music Limited, which shall be subject to examination by other members of the Committee and shall be independently audited.
- 6.3 The annual accounts shall be available to all members on request.

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6.4 All cheques drawn against SWS Music limited bank account shall be signed by one of the three signatories nominated by the Executive Committee.

6.5 SWS Music Limited is a non-profit making organisation. All income received shall be directed solely to the promotion of the mission and objectives of SWS Music Limited.

6. DISSOLUTION

7.1 In the event of dissolution of SWS Music Limited, the guarantee payable by directors as a liability is limited to £1 (one pound) per person.

7.3 If, upon the winding up or dissolution of SWS Music Limited, after the payment of all debts and liabilities, any assets these shall be divided between directors.

7.4 This constitution may be changed at any time by the Management Committee; any change made available shall be published on request.

APPENDIX A. DUTIES OF THE MEMBERS COMMITTEE.

For the information of members, the following is a list of the various duties of the Committee in relation to the management of SWS Music Limited. The list is not exhaustive.

- chairing all official functions
- dealing with the correspondence
- recording the minutes of the meetings
- keeping the minutes for reference
- managing the finances
- Presenting an annual balance